

FOODSERVICE WORKER (Dishwasher) DUTIES

PURPOSE: Provides management and foodservice workers with a sample checklist of duties to be accomplished that help ensure kitchen cleanliness.

SCOPE: This guide applies to club managers, kitchen managers, and all foodservice workers.

GENERAL: Management must properly train employees and follow-up to ensure the foodservice worker's duties are accomplished. Use this checklist as a guidance to achieve this.

GUIDANCE:

FSW (Dishwasher) DUTIES

Date: _____

THE FOLLOWING DUTIES MUST BE ACCOMPLISHED FOR EACH SHIFT:

Dishwasher's

Initials

- _____ Set up the clipper and make sure all temperatures are correct.
- _____ Pots/silverware/coffee cups that need to be soaked will be placed in hot soapy water as soon as possible. (This will speed cleaning)
- _____ All dishes will be put in proper place when cleaned. (All dishes will be stacked in a way to avoid breakage)
- _____ All silverware will be clean, free of food particles, in proper containers, and stored with handles up.
- _____ Pots and pans will be neatly stacked.
- _____ Walls, windows, window ledges, machine top etc. will be clean and free of food particles.
- _____ Sweep and mop all floors in dishwash room, pot/pan area, walk-in refrigerator.
- _____ Clipper will be broken down, all pieces cleaned, and machine thoroughly cleaned inside. This also includes the drying ramp at the end of the dishwasher.
- _____ All water hose, cleaning buckets, rags, gloves etc. will be clean and properly stored.
- _____ Floor drain covers will be removed, drain cleaned, and covers replaced.

- _____ All mops and buckets will be properly stored. (Red handle mop/red mop buckets will be used in restrooms only)
- _____ Garbage will be separated and placed in proper outside container.
- _____ Back dock (outside area around garbage cans) will be swept, and walkway between kitchen door and employee break room will be washed with hot soapy water/rinsed with clean water.
- _____ All carts must be clean and free of food particles and/or liquids.
- _____ Pot/pan sink must be clean, and free of all food particles.
- _____ Garbage disposal must be clean and free of food particles.
- _____ Basement stairs/entrance must be clean?
- _____ Other duties as assigned.

THE ABOVE TASKS MUST BE ACCOMPLISHED AND THIS FORM SIGNED BY EACH FSW (DISHWASHER) PRIOR TO CLOCKING OUT AND DEPARTING THE CLUB. FORM WILL BE GIVEN TO COOK LEADER/DUTY MANAGER FOR INSPECTION. FAILURE TO DO MAY RESULT IN DISCIPLINARY ACTION.

I have accomplished the above tasks: _____ (FSW)
 _____ (FSW) _____ (FSW)

This work section meets established cleaning standards: _____ (Inspector)

SUMMARY:

A clean kitchen requires management involvement. If you do not already have a checklist, use this one as a starting point. Add to or delete items that do not pertain to your operation. Be sure you follow through with employees to ensure the checklist is being accomplished.